



Bylaws and Standing Rules



Why Do PTAs Use Parliamentary Procedure?

- Parliamentary Procedure is a process by which a group of people can hold a meeting, be fair, productive, and stay on task.
- It helps PTAs to maintain order, guarantee justice and equity to all members, and accomplish the group's goals.
- Parliamentary Procedure ensures the rights of the majority, the minority, individual members, and even absentee members.
- The degree of formality in a meeting depends on the size of the group and the nature of business. More formal procedure would be used at a state meeting with hundreds in attendance.

Bylaws





Bylaws Objectives

By the end of this section you will be able to state:

- What Bylaws are.
- What Bylaws typically include.
- How Bylaws may be changed.
- The purpose of Standing Rules, and how Standing Rules support Bylaws.



What Are Bylaws?

- Bylaws create a framework for the operation of your unit.
- Bylaws are the governing documents (rules and policies) that provide a stable structure for each PTA.
- Bylaws should be reviewed regularly and amended if changes are needed. (At least every 5 years)
- Contact your State PTA for help with your local PTA Bylaws if needed.
- The current National PTA Bylaws can be viewed online at <http://redirect.pta.org/2608.htm>



What Do Bylaws Include?

Bylaws will typically include:

- The name of the organization.
- Objective or purpose.
- Basic Policies.
- Members and dues.
- Officers and their qualifications and duties.
- Composition of Board of Directors (or governing body).
- Nominations, elections and vacancies.
- Meetings, quorum.
- Executive committee.
- Committees, standing and special.
- Finances.
- Parliamentary authority.
- Amendments to Bylaws.



Can Bylaws Change?

- Bylaws should be reviewed periodically, ideally every year. Bylaws can be amended to keep up-to-date with the changing circumstances of the unit.
- You can change Bylaws using the guidelines in the Bylaws, which will typically include:
 - If the Bylaws are to be amended, a committee should be appointed to study them and write the recommended amendments.
 - Notice of the proposed changes must be given to PTA members.
 - A two-thirds vote is required to adopt amendments to the Bylaws.



Can Bylaws Change? (continued)

- Occasionally, the entire Bylaws document is revised. A revision of the Bylaws — as opposed to just proposing amendments — is accomplished following the procedure outlined in Robert's Rules of Order Newly Revised.

Standing Rules Support the Bylaws





Standing Rules

- Standing rules describe how your unit will function. They may address expenses, recognition, member training and other topics not specifically detailed in your Bylaws. **They may not be in conflict with the Bylaws.**
- Standing rules can be amended at any time. Typically if the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present. If no notice was given prior to the meeting, a 2/3 vote of the members present is required.
- Your Resource Guides have examples of standing rules



Standing Rules

- Basic policies
- Duties of board members
- Officers responsibilities
- Committees
 - Standing and Special
 - Budget
 - Audit
 - Nominating
- Chairman responsibilities
- Meetings
- Financial procedures
- Expenditures
- Deposits
- Special projects explained
- Mini-grants
- Acknowledgements
- Evaluation of standing rules
- Leadership training and guidelines

Meetings





When Should Meetings Be Held?

- Regular meetings are held as often as stated in the Bylaws.
 - Board
 - Executive Board
 - General
- Special meetings may be scheduled as needed.



When Should Meetings Be Held? (continued)

- Meetings are best utilized for in-depth discussions, brainstorming, or planning a PTA project. Be sure to consider people's schedules, languages, and physical needs.
- Before scheduling a meeting, ask yourself: Could this business be handled with a phone call or email to the members instead? Use meetings sparingly and constructively if you want members to attend in the future.



Meeting Agendas

- A written agenda should be prepared for every meeting in order to stay on task and to complete the necessary business.
- Every member should receive a copy of the agenda at the meeting or in advance.



The PTA Meeting Agenda Should Include

- Approval of the minutes.
- Reports of officers, standing committees, and special committees.
- Special orders (mostly business that comes up once a year; nominations/elections).
- Unfinished business.
- New business.
- Announcements.
- Adjournment.

Minutes





Minutes Objectives

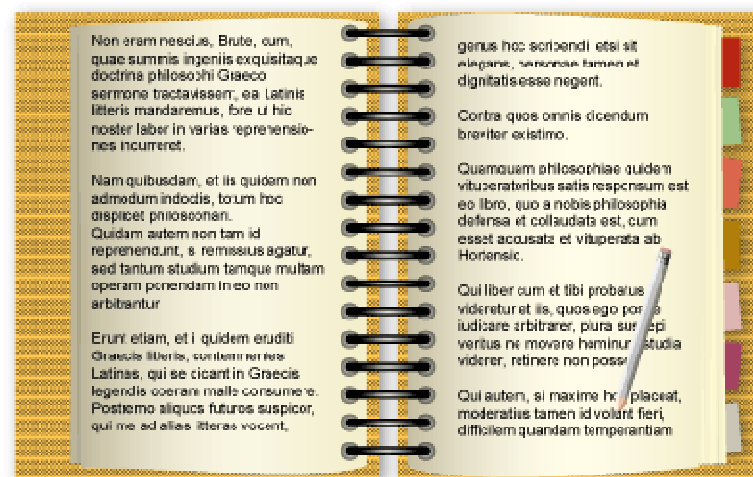
By the end of this section you will be able to state:

- What minutes are.
- What minutes should contain.

You will have the opportunity to review a *Guidelines for Minutes* handout and sample meeting minutes.

Meeting Minutes Are A Permanent Record

- Meeting minutes serve as a permanent record of the organization.
- The minutes should be entered in a permanent official minute book. Ideally, the pages are numbered, and acid-free archival-type paper is used.
- According to the IRS, minutes need to be treated as a permanent file and kept forever.



Remember — If it isn't in the minutes, it didn't happen.



Minutes Should Contain

- Kind of meeting (regular or special).
- Name of the group.
- Date, time, and place of meeting.
- Names and titles of presiding officer and secretary.
- Approval of minutes of previous meeting.
- All actions taken.
- Committee reports.
- Hour of adjournment.



Additional Resources

- The official website of Robert's Rules.

<http://www.robertsrules.com>

- National Association of Parliamentarians.

<http://parliamentarians.org/index.php>